

**The Department of Social Services
Job Opportunity**

ASSOCIATE ACCOUNTS EXAMINER

Posting Date: November 2, 2006

Closing Date: November 16, 2006

The Department Of Social Services Quality Assurance Long Term Care Audit Unit is presently recruiting to fill a vacant Associate Accounts Examiner position at its Central Office location In Hartford.
PCN # 34064.

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.

Open To:	The Public and State Employees
Position:	Associate Accounts Examiner
Bargaining Unit:	Administrative and Residual (P-5)
Salary Range:	\$60,807.00 - \$76,091.00 Annually (AR-25)
Location:	25 Sigourney Street, Hartford, CT

PURPOSE OF CLASS

In a state agency, this class is accountable for performing highly complex and difficult examination work involving the financial records of State agencies, businesses, municipalities, or other entities. This class may also be accountable for working lead or consultative responsibility.

GENERAL KNOWLEDGE:

This class is an advanced professional working level or a professional working lead level and is distinguished from lower level accounting and examining classes by the requirement to exercise considerable latitude in judgment in applying examination principles and guidelines to complex and unusual situations.

SUPERVISION RECEIVED:

Works under the supervision of a Supervising Accounts Examiner, or other employee of higher grade.

SUPERVISION EXERCISED:

May lead Accounts Examiners and support staff as assigned.

EXAMPLES OF DUTIES:

Performs highly complex and difficult examination work involving the financial records of State agencies, businesses, municipalities, or other entities receiving money distributed and monitored by the State; determines priorities; assigns and reviews work; establishes and maintains unit procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; examines complex and varied financial documents and data submitted; researches historical and/or other related data as needed; analyzes and compares data to determine appropriate status or action; determines compliance of documents or procedures with laws, regulations and any state or federal requirements; holds meetings with audit subjects; may participate in conferences and hearings; may coordinate unit workflow; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skill and Ability

Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; interpersonal skills; oral and writing communication skills; considerable ability to analyze financial records, documents, and reports; ability to prepare reports including narrative and statistical sections; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years' experience in accounting or auditing.

Special Experience:

One (1) year of the General Experience must have been at the professional level.

Note: Professional level accounting or auditing is interpreted as work performed as a professional Accountant, Auditor, or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices.

Substitution Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

This replaces the existing title of the specification for the class of Senior Accounts Examiner in the same Salary Group approved effective December 6, 1989.

Note: Applications will be accepted only from candidates who have taken and received a passing score on the examination for Associate Accounts Examiner administered by the State of Connecticut's Department of Administrative Services and are on the current examination list for this job classification, and from state employees who have attained permanent status in this job classification and currently are eligible for appointment to this position. Priority consideration will be given to Re-employment, SEBAC and transfer list candidates as required.

APPLICATION PROCEDURE:

To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

Please forward your completed original State of Connecticut Application (Form PLD-1) and a Cover letter to:

**Flora Alling, Personnel Officer
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS / RESUMES MUST BE RECEIVED BY CLOSE OF BUSINESS ON NOVEMBER 16, 2006

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER